

**YAKAMA NATION HUMAN RESOURCES
JOB ANNOUNCEMENT**



Announcement # 2010-277 Issue Date: 07-13-11 Closing Date: 07-26-11

#2 Re-Advertisement

Accountant I

Environmental Restoration/Waste Management (ER/WM)

Department of Natural Resources

Hourly Wage: \$16.85/Full-Time/Regular

Location: Union Gap, WA

Incumbent is responsible to ensure accountability and fiscal financial compliances, as well as create and maintain auditable records for accounts payable and receivable, payroll records, and equipment inventory records. Incumbent provides a high degree of organizational and administrative program support and expertise. Prepares and maintains records for financial statements and reporting. Prepares detailed purchase orders and travel authorizations. Coordinates workload with the ER/WM Contract Specialist and Bookkeeper II to format accounting records for computer network database.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of standard financial internal control policies and procedures.
- Knowledge of basic principles, practices, and procedures of governmental fund accounting.
- Knowledge of Yakama Nation Finance Manual.
- Knowledge of computerized accounting and financial reporting systems.
- Skill in use of an electronic-calculator.
- Skill in use of a computer and assorted software.
- Ability to plan, prioritize, and organize work to complete assignments in a timely manner.
- Ability to enter, record, store, and maintain financial information in written or electronic form.
- Ability to prepare and present information at accounting workshops.
- Ability to work under stress relative to maintaining timeframes and meeting deadlines.
- Ability to effectively communicate both orally and in written form.
- Ability to establish and maintain effective working relationships with internal management and outside entities.
- Ability to execute oral and/or written instructions.
- Ability to communicate effectively in a professional manner.
- Ability to maintain confidentiality as it relates to program information.

General Recruiting Indicators:

- AA degree required AND three year's work experience in a position comparable to a Bookkeeper IV.
OR,
- Successful completion of a certified bookkeeping class or vocational program AND four year's work experience as a Bookkeeper IV or in a comparable position. **OR,**
- Six years work experience as a Bookkeeper IV or in a comparable position.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid WA State Driver's License with ability to obtain a Tribal Driver's Permit.
- Required to successfully pass a criminal background check.